

KANKAKEE COMMUNITY COLLEGE
District 520

May 11, 2015

A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:00 p.m. in the Iroquois Room on campus. Those physically in attendance were:

Mr. Jerald W. Hoekstra, Chair
Mr. Brad Hove, Vice Chair
Mr. Patrick Martin, Secretary
Mrs. Cathy Boicken
Mr. Richard Frey
Mr. Bill Orr
Mr. Todd Widholm
Shavez Rosenthal, Representative to the Board

Also attending:

Dr. John Avendano, President
Ms. Claire Chaplinski, Legal Counsel
Administrative Staff

There were no public comments or changes to the published agenda.

APPROVAL OF MINUTES

The Recording Secretary presented the Minutes from the April 23, 2015 Board meeting for approval. Motion was made by Mr. Frey and seconded by Mrs. Boicken to approve the minutes as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
Motion Carried

APPROVAL OF CONSENT AGENDA ITEMS (* indicates Consent Agenda Items)

The consent agenda items were presented for approval. By consent, motion was made by Mr. Widholm and seconded by Mr. Orr to approve the May 11, 2015 Consent Agenda Action Items 1-2 as follows:

*** APPROVAL OF 1D, 1Y-OS AND TAA PROGRAM PARTICIPANTS**

The administration recommended the Board approve the participant additions to the 1D, 1Y-OS and TAA programs as presented.

*** APPROVAL OF TUITION/COURSE REIMBURSEMENTS**

The administration recommended the Board approve the reimbursement payment as presented.

On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

APPROVAL TO PROCEED WITH ARCHITECTURAL SERVICES FOR THE STUDENT SUCCESS CENTER

The administration recommended the Board approve the proposal from Demonica Kemper Architects in the amount of \$34,500. Motion was made by Mr. Martin and seconded by Mr. Frey to proceed with the proposal as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

APPROVAL TO PURCHASE ELECTRONIC CATALOG

The administration recommended the Board approve the purchase of Smart Catalog IQ from Valentine & Co., Inc. at a cost of \$39,750 for one year, with the option to continue services in years 2-5 for \$7,350 each year. This is a new item for KCC, and Kari Nugent, Director of Marketing and Public Relations, outlined its benefits. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the purchase of the electronic catalog as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

APPROVAL OF RESOLUTIONS HONORING FULL-TIME EMPLOYEES

The administration recommended the Board approve and sign resolutions honoring Tim Parker, Carol Whittington and Jacquelyn Smith who have retired from full-time positions at KCC. Motion was made by Mr. Frey and seconded by Mr. Martin to approve and sign resolutions honoring the retirees stated above. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

ACCEPTANCE OF FIRST READING OF BOARD POLICY ADDITION

The administration recommended the Board accept the proposed addition of language to the 503.01 Fund Balance policy as a first reading in preparation for a second reading for approval. Dr. Avendano stated that all policies are written in-house. Motion was made by Mr. Frey and seconded by Mr. Orr to accept the proposed addition as a first reading in preparation for a second reading for approval. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

ACCEPTANCE OF FIRST READING OF PERSONNEL POLICY ADDITION AND REVISIONS

The administration recommended the Board review revisions and addition to the following policies: 4.4 Classification of Employees; 8.4 Health Emergency Leave Program (HELP); and 9.31 Security Policy – Credit Card Processing. The administration recommended the Board accept the revisions and addition as a first reading in preparation for a second reading for approval. Motion was made by Mr. Frey and seconded by Mrs. Boicken to accept the revisions and addition as a first reading in preparation for a second reading for approval. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

Report from the Vice President, Instruction was reviewed. President Avendano provided his oral report to the Board. ICCTA Representative Frey and Student Representative Rosenthal presented their oral reports to the Board. This being Student Representative Rosenthal last's meeting, the Board congratulated him on a job well done and wished him well as he graduates and continues his education.

THERE WERE NO SHORT TERM INVESTMENTS.

APPROVAL OF FINANCIAL REPORTS (subject to audit)

The administration presented the reconciled cash report for March 31, 2015, and the Investment and Financial Summary report for April 30, 2015. Motion was made by Mr. Marin and seconded by Mr. Orr to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

APPROVAL OF BILL SUMMARY AND PAYMENTS

Bills totaling \$3,484,397.54, sixteen (16) purchase order requisitions over \$5,000, and two (2) special bills totaling \$997.00 were presented for Board review. Motion was made by Mr. Frey and seconded by Mrs. Boicken to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel, probable or pending litigation and semi-annual review of closed session minutes pursuant to Sections 2-c-1, 2-c-11 and 2-c-21 of the Illinois Open Meetings Act. Motion was made by Mr. Orr and seconded by Mrs. Boicken to convene to closed session. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
Motion Carried

The Board went into closed session at 5:40 p.m. The Board returned at 6:07 p.m. Motion was made by Mr. Frey and seconded by Mrs. Boicken to reconvene the Board meeting. On voice vote, the motion was unanimously approved.

MATTERS OF PERSONNEL

The Board reviewed matters of personnel presented in closed session. By consent, motion was made by Mr. Widholm and seconded by Mr. Hove to approve matters of Personnel – Items 1-9 as presented and recommended by the administration as enumerated below:

- (1) Approval of Employment Matters
- (2) Approval of Student Employment Matters
- (3) Approval of Re-employment of Non-Tenured Faculty
- (4) Approval of Continuing Education and Career Services Contracts
- (5) Approval of 11-month Faculty Appointments, Summer 2015
- (6) Approval of Full-Time Faculty Appointments, Summer Term 2015
- (7) Approval of Revisions to the Full-Time Credit Division Overload Summary for Spring 2015
- (8) Approval for Payroll and Payment Authorization to Dislocated Worker Participant in WIA Work Experience Program in Kankakee County
- (9) Approval for Payroll and Payment Authorization to Youth Participants in WIA Youth Program in Kankakee County

On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
Motion Carried

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

President Avendano provided a review of the closed session discussion minutes for the following meeting dates: November 10, 2014, December 8, 2014, December 19, 2014, January 12, 2015, February 9, 2015, March 9, 2015 and April 23, 2015. Motion was made by Mr. Orr and seconded by Mr. Hove to approve the closed session minutes as presented. On roll call, the vote was:

AYES: Frey, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
ABSTAIN: Boicken
Motion Carried

No minutes approved were approved for release due to the continued need for confidentiality as determined by the Board upon advice of legal counsel.

ADJOURNMENT

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:10 p.m. was made by Mr. Orr and seconded by Mr. Widholm. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Karen Slager, Recording Secretary

Approved:

Chairman

Secretary